



# CREATING SESSIONS

Learning Fundamentals - System Administrator Training

From Events, Sessions can be created to accommodate many instances of the training held at different times and locations by different instructors. Sessions are scheduled individual occurrences of events. Sessions hold more specific data than events, including the times, locations, instructors, and resources for a specific course instance.

To create an **event**, navigate to:  
**ILT > MANAGE EVENTS & SESSIONS**

**1**  
Search for and find the necessary Event

Search for events or sessions

Search for all Events  Search for all Sessions

Event Name  Subject

All Languages

or search for sessions directly by using locator number

Locator Number   View Active Events Only

**2**  
Select the **Calendar** icon

(13 Results)

	Approved Sessions	Completed Sessions	Evaluation	Options
	17	6		
	1	0		

**3**  
Select the **Create New Session** link

**Create New Session**

Sessions

Day	Start Date	End Date
Monday	12/2/2019	12/2/2019

**4**  
Use the **Schedule Wizard** page to create multiple sessions at once

- Created by Josie Fendler on 1/21/2020

Session

**Schedule Wizard**

Use the schedule wizard to create multiple sessions at once. The summary

Occurs

Once  
 Daily  
 Weekly  
 Monthly

Duration

Start Date: 1/22/2020



# CREATING SESSIONS

## Learning Fundamentals - System Administrator Training

# 5

On the **Parts Schedule** page set the **Location, Instructor, Date and Time, and Occurrence**

The screenshot shows the 'Parts Schedule' form with the following sections:

- Name:** 1
- Description:** [Empty field]
- Location:** [Dropdown menu]
- DATE AND TIME:**
  - Start Date:** 1/22/2020
  - End:** 1/22/2020
  - Start Time:** 8:30 AM
  - End:** 5:30 PM
  - Time Zone:** (UTC-06:00) Central Time (US & Canada)
  - Part Duration:** 9 Hour(s) 0 Minute(s)
- PART BREAK:** Part Duration - Break(s) = Training Hours
- PART OCCURRENCE:**
  - Occurs:**
    - Once
    - Daily
    - Weekly
    - Monthly

# 6

On the **Details** page set **Registration, Waitlist, Pre/Post-Work, and Prerequisite** details

The screenshot shows the 'Details' form with the following sections:

- Session ID:** [Empty field]
- Available Languages:** English (US)
- Credits:** 0
- Request Form:** Please select a Request Form
- Required Training Approvals:** [Empty field]
- Required Completion Approvals:** [Empty field]
- Accreditation:**
  - Master
  - Fundamentals
  - Data Management
- Additional Information:** [Text area]
- Dress Code:** Select
- Exemption:** Select
- Exemption Type:** Select an Exemption
- Training Contact:** Josie Fendler nkenkel@csod.com
- RESOURCES:** Add Attachment

# 7

On the **Availability** page select which users can access the training

The screenshot shows the 'AVAILABILITY' page with a table of criteria:

REMOVE CRITERIA	INCLUDE SUBORDINATES	PRE-APPROVED	REG
All users in Corporation: eds-talent (eds-talent)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Buttons: Back, Save, Cancel, Next

# 8

On the **Emails** page, set email options

The screenshot shows the 'Emails' page with the following options:

- System Defaults** - Use default emails based on settings and availability from email administration area.
- Custom Emails** - All emails related to this learning object may be customized.
- No Emails** - No emails will be sent in association with this training.

Buttons: Back, Save, Cancel, Next

# 9

On the **Summary** page, review the settings and **Save**

The screenshot shows the 'Summary' page with the following information:

- Session:** [Show Me]
- Schedule Wizard**
- Parts Schedule**
- Details**
- Availability**
- Emails**
- Pricing**
- Training Units**
- Summary**
- Description:** [Empty field]
- Prerequisites:** Must register for one of the prerequisite options prior to registering for this session, and must complete the prerequisite option before the session start date.
- NAME:** [Empty field]
- Option 1:** 10 Things to Say When You Haven't Called for a While (Quick Course)
- Option 2:** Applying Design Thinking (Online Class)
- Subject(s):** Management & Leadership, Leadership 2, Leadership 10\*
- Training Contact:** Kelli Blair kancar@csod.com
- Available Languages:** English (US)
- SESSION DETAILS**
- 1 Review**